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# TRAVEL EXPRESS USER MANUAL

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## NON-STATE EMPLOYEE TRAVELER INSTRUCTIONS

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### INTRODUCTION

The State of Idaho Travel Express Reimbursement application is used to submit travel reimbursements online. The application is available from the secure logon on the State Controller's web page at: <http://www.sco.idaho.gov/>.

The Travel Express application is intended to provide a more efficient and effective method of submitting travel reimbursements. Agencies and contractors will be able to view documents that are in process or research documents that have been paid.

NOTE: If you have questions or need further assistance, contact the State Controller's Office, Division of Statewide Accounting Helpline at [dashelpline@sco.idaho.gov](mailto:dashelpline@sco.idaho.gov) or [STARS\\_Security@sco.idaho.gov](mailto:STARS_Security@sco.idaho.gov). If e-mail is not available, call the DSA Helpline at 208-332-8827.

### OVERVIEW FOR NON-STATE EMPLOYEES

In order to process documents in Travel Express, both you and the agency for which you are contracting must be setup in Travel Express. [Click here for instructions about getting setup in Travel Express](#), including links to the necessary forms.

Your setup information in Travel Express will include information for routing and approval of the Travel Express documents and that your documents to be sent electronically to the Statewide Accounting and Reporting System (STARS). For this, you must be set up in the STARS Vendor Edit Table. Your billing agency will be able to assist you in the STARS vendor setup process.

Once setup, you can log on to the Applications page of the State Controller's Office Web site, choose Travel Express, and begin the Create a Travel Voucher process. Note that you cannot use the Multiple Travel Voucher option. You cannot have a designee create and submit Travel Express Documents - you must create and submit Travel Express documents for yourself.

NOTE: If you have questions or need further assistance, contact the State Controller's Office, Division of Statewide Accounting Helpline at [dashelpline@sco.idaho.gov](mailto:dashelpline@sco.idaho.gov) or [STARS\\_Security@sco.idaho.gov](mailto:STARS_Security@sco.idaho.gov). If e-mail is not available, call the DSA Helpline at 208-332-8827.

## ACCESSING THE TRAVEL EXPRESS APPLICATION

1. Go to the State Controller's web page at: <http://www.sco.idaho.gov/>
2. Click **Logon**.



3. Type your **User Name**, **Agency Code**, and **Password**. The State Controller's Office will have provided you with this information. The Agency Code for a vendor non-state employee is "000". If you have any web access problems at this point, contact the SCO computer operations helpdesk at [scohelpdesk@sco.idaho.gov](mailto:scohelpdesk@sco.idaho.gov) or call (208) 334-4808.
4. Click **Travel Express** to go to the Travel Express home page.

## TRAVEL EXPRESS HOME PAGE

NOTE: To use Travel Express, your browser must have all cookies enabled.

On the Travel Express home page are two icons with drop-down lists: **Create a Travel Voucher** and **View All Vouchers in Process**.

Travel Express  
STATE OF IDAHO, STATE CONTROLLER'S OFFICE

Welcome to the State of Idaho's Online Travel Express Site. This destination will help you create your own vouchers for work-related travel. By clicking on either link below, you will be guided through a step-by-step process to help expedite your arrangements.

**CREATE A TRAVEL VOUCHER**

Select an Application  
Select an Application  
Create a Travel Voucher  
Create Multiple Travel Voucher

**VIEW ALL VOUCHERS IN PROCESS**

Select a view  
Go!

Applications Log Off

For information in assisting you with this application click on the link below.  
[INFORMATION](#)

- Click **Information** at the bottom of the Travel Express home page for links to the Travel Express Manuals, to the State of Idaho Policies on Travel, and to Federal Per Diem Rates.
- Click **Applications** to return to the Applications Menu page or **Log Off** to log off the SCO web site.

## CREATING A TRAVEL VOUCHER

1. Select **Create a Travel Voucher** from the **Select an Application** list under the **Create a Travel Voucher** icon (see above). You will see your name and vendor number and data fields in which to type your travel information:

The screenshot shows a web-based form for creating a travel voucher. It has a blue header bar with the word 'From' on the left. Below this, there are several input fields: 'City', 'Departed' (with a date and time selector), 'Returned' (with a date and time selector), and 'Meeting Dates' (with 'From' and 'Thru' sub-fields). Below the 'From' section is another blue header bar with the word 'To'. This section contains 'State' and 'City' dropdown menus, 'In State?' and 'PCard?' radio button options, and a 'Billing Agency' dropdown menu. At the bottom, there is a note: 'If You Are A Vendor Or Billing An Agency Other Than Your Own, Please Select That Agency:'.

2. In the **From** section:
  - a. Type the name of the city from where you left.
  - b. Type the date you departed in mm/dd/yyyy format (e.g., 07/15/2005).
  - c. Select the time departed.
  - d. Type the date you returned in mm/dd/yyyy format.
  - e. Select the time you returned from the drop-down list. NOTE: Travel cannot exceed 14 continuous days.
  - f. Type the meeting dates – both **From** and **Thru** - in mm/dd/yyyy format.
3. In the **To** section:
  - a. Select the State where you are traveling to from the drop-down list. This will populate the city/county table for your next selection.
  - b. Select the city you are traveling to from the drop-down list. If the city is not listed, but the county in which the city resides is listed, select the county.
  - c. If neither the city nor county is listed, click **Other**.
  - d. Type the name of the city in the Script Prompt dialog box and click **OK**.
  - e. Select whether the destination is in state or not.
  - f. If Travel Express presents a selection for P-Card, typically you would not be using one.
  - g. Select the agency with whom you are contracting from the drop-down list.

- When finished, click **Submit** or click **Exit-No Save** if the information is incorrect or you want to start over.

After clicking **Submit**, the Travel Express reimbursement page is displayed. This page begins with the information from the previous screen and adds additional sections:

- [Claimant Information](#)
- [Mode of Travel](#)
- [Travel Detail Information](#)

Also, additional menu buttons appear on the page. For example, you can modify the travel locations, and then click **Change Info** to save and update the per diem information.

01/25/2002 03:23:00 PM				JARED HALL-140 - Created			
<b>From</b>							
<b>City</b>	Boise	<b>Departed</b>	01/25/2002	7:30 AM	<b>Returned</b>	01/31/2002	6:00 PM
<b>Starting Dates</b>		<b>From</b>	01/25/2002		<b>Thru</b>	01/31/2002	
<b>To</b>							
<b>State</b>	Selected State ARIZONA	<b>City</b>	Selected City PHOENIX	<b>In State?</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<b>PCard?</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<div style="text-align: center;"><b>Change Info</b></div>							

## CLAIMANT INFORMATION

If necessary, scroll down the Travel Express web page. Follow these steps for the next portion of the **Claimant Information** section:

1. Type your **Official Home Station**.
2. Type either your **Personal Vehicle License Number** or the **State Vehicle License Number**, depending on the vehicle that you used.
3. Type an explanation for the **Purpose of Travel**.
4. Add comments at any time by clicking on **Comment** at the top of the screen. Comments can be added throughout the Travel Express document. If comments have been added, a list the number(s) will appear which are linked to the actual comments. Clicking on the number will open each comment.

The screenshot displays the Travel Express web application interface. At the top left is the "Travel Express" logo with the text "STATE OF IDAHO, STATE CONTROLLER'S OFFICE" below it. To the right of the logo is a vertical stack of buttons: "Route To", "Save", "Exit-No Save", "Enter Fiscal", and "Comment". Further right are radio buttons for "Fiscal" and "Reviewer", followed by a "To:" label and a dropdown menu. Below these elements is the "Claimant Information" section, which contains a table with the following fields:

Agency Name	CONTROLLER	Agency Code	140
Claimant's Name	JARED HALL-140		
		Official Home Station	
Personal Vehicle License Number		State Vehicle License Number	
Purpose of Travel			

## TRAVEL DETAIL INFORMATION

Travel detail information is automatically populated from the Federal per diem tables.

Travel Detail Information					
	Date	Meals	Lodging	Personal Vehicle Miles Driven	Comments
	7/15/2005	\$30.00			
	7/16/2005	\$30.00			
	7/17/2005	\$30.00			
	7/18/2005	\$30.00			
	7/19/2005	\$30.00			
	7/20/2005	\$0.00			
	<b>Totals</b>	\$150.00			

1. Enter the amount spent on meals. If your agency has selected default amounts to be displayed, the maximum amounts for meal per diem will be in the correct spaces by default. If you need to override the entered amount, enter the corrected amount as long as it is less than the maximum allowable amount. (Travel Express will allow only per diem limit. Entering more than the per diem will display an error.)
2. Enter the reimbursement amounts spent on lodging. If lodging is billed directly ("direct-billed"), note that in the "Comments" area.
3. Enter personnel mileage, if applicable. If a personal license plate number was not added earlier, you will not be allowed to enter the mileage. Travel Express will calculate the dollar amount using the rates approved at the time of travel.
4. Type your comments, if necessary, for each line item or click **Comment** and type in the comment box.



## MODE OF TRAVEL AND MISCELLANEOUS INFORMATION

Enter any “Out of Pocket” expenses (personal funds or funds not advanced by the State) either by **Mode of Travel** or **Miscellaneous Information**. Mode of travel refers to private vehicle, air fare, train, bus, taxi, etc.

Mode of Travel Information			Miscellaneous Information		
Mode of Travel	Out Of Pocket	Comments	Miscellaneous	Out Of Pocket	Comments
Comm Airfare			Employee Phone/Fax		
Private Vehicle			Other		
Train, Bus, Taxi			Other		
Rental Car			Total		
Other					
Other			Travel Advance	<input type="radio"/> Warrant Advance <input type="radio"/> Rotary Advance	
Total			Amount Received		

1. Enter any travel related expenses under **Mode of Travel Information**.
2. Enter any miscellaneous expenses under **Miscellaneous Information**.
3. Type comments next to the expenditures, if necessary.
4. Formulas within Travel Express will calculate the total due.

## ROUTING THE TRAVEL EXPRESS DOCUMENT

After completing the expense document, it is ready to route to **Fiscal** or **Reviewer**. Check the Travel Express Document to verify the information.

The screenshot shows the 'Travel Express' application interface. At the top, there is a header with the 'Travel Express' logo and the text 'STATE OF IDAHO, STATE CONTROLLER'S OFFICE'. Below the header, there is a section titled 'Mode of Travel/Miscellaneous Information' which is divided into 'Mode of Travel Information' and 'Miscellaneous Information'. The 'Mode of Travel Information' section contains a table with columns for 'Mode of Travel', 'Out Of Pocket', 'P-Card', and 'Comments'. The 'Miscellaneous Information' section contains a 'To:' field with radio buttons for 'Fiscal' and 'Reviewer', and a 'Delete' button. A red circle highlights the 'Route To' button, the 'Save' button, the 'Exit-No Save' button, the 'Enter Fiscal' button, the 'Comment' button, and the 'Delete' button.

Mode of Travel	Out Of Pocket	P-Card	Comments
Private Vehicle			
Comm Air Fare	\$50.00		
Train, Bus, Taxi		\$45.00	
Rental Car			

If the Travel Express Document is complete and ready for submission:

1. Select either **Fiscal** or **Reviewer**, as instructed by the agency which is reimbursing you.
2. Select the appropriate name from the drop-down list.
3. Click **Route To**. The document is processed and sent to the person selected.
  - If the document needs additional information or you are not ready to route the document, click **Save** to save the document so that you can complete it later.
  - To delete the Travel Express Document without submitting it, click **Delete**.
  - To exit the Travel Express application without saving any information, click **Exit-No Save**.

After the agency approves the document, a warrant or an electronic fund transfer (EFT) will be generated.